

Squadron Position Policies

AEROSPACE EDUCATION OFFICER – EXTERNAL - ETE (CAPP 215)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Aerospace Education Officer for Seniors

Implements the aerospace education program for Implement and supervise the aerospace education portion of the CAP cadet program in private educational institutions

- Promote CAP aerospace education courses and instruction materials in local schools
- Generate and supervise cadet aerospace education activities and supporting projects. CAPR 20-1 (E) 33
- Supervise aerospace education testing program for cadets
- Implement and conduct the Rocketry Program annually CAPR 50-20
- Assume responsibility and supervise all cadet education testing in AE-CAP
- Provide special aerospace education presentations to the general public
- Present the aerospace education program at a wing conference, SLS or CLC event
- Attend at least 1 encampment
- Complete the AEPSM course and exam
- Review and comply with all National, Wing and Squadron policies

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- Complete a unit Aerospace Education Activity report to Wing by 6 Jan, 6 Apr, 6 Jul and 6 Oct annually
- Ensure compliance and submit a completed self SUI annually by 1st of September to Squadron Commander
- Participate in the Aerospace Education Award program (AEX) annually
- Provide a Current Events report to the external organization(s) weekly
- Submit nominations for Aerospace Education Brewer Award (CAPF 25) in any of the following categories, individual/organization (non-CAP), or lifetime achievement
- Submit nomination for Crown Circle and A Scott Crossfield awards by 6 Jan if applicable
- The aerospace education officer should complete appropriate portions of CAPP 215
- Be familiar with CAPR 52-16, CAPR 50-17, CAPP 15, CAPR 50-4, CAPR 280-2, and all aerospace education texts described in the CAP Bookstore Catalog and the HQ CAP/ETA publication entitled "Aerospace Education Teaching Materials."